

YOU CAN NOW VIEW THE PROGRESS OF YOUR CASE ON-LINE,
CONDUCT RECORD CHECKS. 😊

- Log into the county web-site at www.whitfieldcountyga.com
- Go to “COURTS”, this will have a drop down menu, select **Magistrate Court**
- On the right hand side of the screen a blue outline box appears “**RECORDS WEB SEARCH**” select this option
- It will take you to a screen that will ask for login and password information. **THIS INFORMATION IS ALREADY PROVIDED FOR YOU.** Just click on login
- Your next screen is a DISCLAIMER; once you ACCEPT the disclaimer you will be able to select the search options.

IF YOU ARE SEARCHING BY NAME:

- Enter the LAST name of the person you are searching – do not use a comma to separate the Last name from the first name, just a space between last and first name.
- Scroll down and you should see what the search has brought up on the name you were searching.
 - The first two letters are always MG representing-Magistrate Court
 - The next two letters
 - CC - Civil Suite
 - CD - Disposessory (eviction notice)
 - CG - Garnishment
 - PW - Pre-Warrant application filed
 - WM- Warrant Misdemeanor
 - WF – Warrant Felony
 - Next are a series of numbers, the first four numbers represent the year the claim was filed (ex: 2009, 2010, 2011)

- The last six numbers represent the actual case number.

Once you have selected what you are looking for, you may click on the name and then click on PROCEEDINGS, which is a white rectangle located about the middle of the screen. This will give you information as to when the case was filed, when it was served, if there has been an answer submitted on the case or if there is a hearing scheduled. You are also able to print, if you wish to. Only cases that have been filed as of August 2011 have information scanned. There is a column titled VIEW IMAGE, if it has a paper image you may select and view it. YOU MAY ALSO WANT TO WRITE THE CASE NUMBER IN YOUR FILES SO THAT NEXT TIME YOU SEARCH THE CASE YOU CAN SEARCH BY CASE NUMBER AND SAVE YOU TIME.

SEARCHING INFORMATION BY CASE NUMBER:

IF YOU HAVE THE CASE NUMBER YOU MAY CHOOSE THAT OPTION AFTER THE DISCLAIMER IS ACCEPTED. THIS WOULD SAVE YOU SOME SEARCH TIME.

There is no charge if you print from the web.

If you have any problems obtaining or locating any information please do not hesitate to contact us at 706-278-5052. We will be more than happy to assist you with the information you are looking for.

NOTE: If you have selected the proceeding option on a case, and you get an error message of {Server Error in '/CMWebSearch' Application.} Please try your search at a later time. This error message is due to the number of people using the server.

IT IS VERY IMPORTANT FOR YOU TO BE AWARE THAT THE NAMES OF THE PEOPLE IN THIS SYSTEM MAY NOT BE WHO YOU ARE LOOKING FOR. WE DO NOT REQUIRE PERSONAL INFORMATION AS TO DATES OF BIRTH OR SOCIAL SECURITY NUMBERS TO IDENTIFY THE CORRECT PERSON. YOU MAY NEED TO ASK ADDITIONAL QUESTIONS FROM THE INDIVIDUAL YOU ARE SEARCHING TO SEE IF IT MAY BE A MATCH.

Again, if you have any problems please do not hesitate to call and we will do our best to assist you.